



The Town of Fenwick Island

800 Coastal Highway
Fenwick Island DE 19944
302.539.3011 * Fax: 302.539.1305

www.fenwickisland.delaware.gov

Rev. February 2013

Clerical Position (seasonal)
35, 37.5 or 40 hour week

Police Clerk

General Statement of Duties

The Police Clerk reports to the Chief of Police and Town Manager and is responsible for clerical, receptionist and support activities of the Fenwick Island Police Department and Administrative Department. This position is subject to the Town of Fenwick Island's Personnel Policy Manual which includes a criminal background investigation and mandatory participation in the Drug and Alcohol Free Workplace Policy.

Distinguishing Features of the Position

The work of this position involves clerical duties, bookkeeping responsibilities and the ability to communicate with the public.

Essential Duties and Responsibilities

- Record day-to-day financial transactions
- Answer phone calls and correspond with public
- Maintain confidential information and documents
- Process outgoing and distribute incoming mail
- Perform various typing
- Perform filing, copying and correspondence by way of e-mail and faxing
- Issue parking permits, bonfire permits and maintain records
- Validate receipts of deliveries
- Order supplies for the Police Department
- Assist in the preparation of purchase orders, account reconciliation and benefits processing
- Process special events applications and permits, maintain the calendar, deposit and process refunds
- Process parking tickets, record and deposit payments and follow-up on late payments
- Assist with Emergency Management activities to include maintaining the house and hurricane registry
- Perform other duties as assigned by Chief of Police and Town Manager

Required Knowledge, Experience, Skills and Abilities

Knowledge and experience within the field of public safety is desired. Knowledge of office terminology, procedures and equipment including but not limited to telephone switchboard, adding machine and personal computer is required. Working knowledge of software used by this

office for purposes of correspondence and analysis (e.g. Microsoft Word, Outlook and Excel) is required. Demonstrable skill in business math, English reading, speaking and writing, and light bookkeeping is required. The position requires the ability to work effectively with other employees and the public. Courtesy, tact and discretion are necessary to convey an appropriate amount of information to associates and the public. A willingness to adapt to new office procedures and to accept assignments is needed. Dependable and timely attendance of job duties, as scheduled, is essential. A pleasant personality and an orderly appearance are required. A valid driver's license is required.

Education

Graduation from a high school or GED equivalent is mandatory.

ADA Requirements and Physical Demands

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately, loudly or quickly. Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities. The worker is not subject to adverse environmental conditions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Benefits

Per the Town of Fenwick Island Personnel Policy Manual, seasonal employees are not eligible for specific benefits. Please reference the manual for details.

The Town of Fenwick Island is an Equal Opportunity Employer.